

20 October 1953

OPM 20-330-3
PERSONNEL DIRECTOR MEMORANDUM NO. 53-53 (Revision 1)

SUBJECT : Form No. 37-169, Medical Action Request and Report

REFERENCE: PDM 78-53 (Revision 1) dated 16 October 1953

1. Form No. 37-169, Medical Action Request and Report, will be used as indicated below when medical examinations have been scheduled according to the procedures indicated in referenced PDM.

**2. The following procedures will govern the use of Form No. 37-169, Medical Action Request and Report, by the Processing and Records Division and the Military Personnel Division, hereinafter referred to as components:

a. Request for Physical Examinations by Components

(1) Whenever a component requests a physical examination during EOD processing, items 1 through 9 will be completed prior to forwarding Form No. 37-169 to the Medical Office. The area of overseas assignment (i.e., [REDACTED] etc.) will be added after the overseas box in item No. 7 whenever that box is checked.

(2) In each case, Form No. 37-169 will be prepared by the component and forwarded to the Medical Office in duplicate in a sealed envelope carried by the individual being examined.

b. Preliminary Report of Physical Examination

(1) Upon completion of an individual's physical examination, the Medical Office will complete section III (Preliminary Report of Physical Examination) of Form No. 37-169 and will have the examinee hand-carry this section to the component as an indication that the examination has been completed.

(2) Section III (Preliminary Report of Physical Examination) of Form No. 37-169, will be held by the component as a suspense record pending receipt of the completed section II (Report of Medical Evaluation).

** Changes from original PDM, dated 24 July 1953, throughout paragraph 2.

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*Revised by
OPM 20-801-19
(54-56)*

*OK except for
reg. title
p. 37-53-*

In addition, section III of the subject form will indicate, from a medical standpoint, whether EOD processing is to be continued.

c. Report of Medical Evaluation

(1) When the Medical Office has completed overall evaluation of the results of a physical examination, section II (Report of Medical Evaluation) of Form No. 37-169 will be completed and returned to the component concerned as the final report of medical evaluation for the individual.

(2) The component will incorporate the completed section II of Form No. 37-169 into the official personnel folder as a permanent record of the individual's physical qualifications.

(3) Receipt of the completed section II (Report of Medical Evaluation) by the component will authorize destruction of section III (Preliminary Report of Physical Examination) which will have acted as a suspense record as provided in section 2b of this memorandum.***


GEORGE E. MELOON
Personnel Director

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